



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

**STAFF SERVICES ANALYST (SSA) *or*
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (AGPA)**

\$2,724 – \$4,300 (SSA) *or* \$4,255 – \$5,172 (AGPA)
CONSUMER SERVICES AND MARKET CONDUCT BRANCH
LOS ANGELES

Revised

Revised

RESPONSIBILITIES: Under the general direction of the Consumer Services and Market Conduct Branch (CSMCB) Staff Services Manager I (SSMI), the analyst will provide the Insurance Commissioner, Deputy Commissioner, CSMCB management and staff with correct, up to date and easy to understand information that will enable them to carry out the mission critical goals of the Department. The incumbent will provide the analytical support necessary and perform complex work in a wide variety of consultative and analytical staff services assignments such as program evaluation and planning; budget preparation and monitoring, systems development; planning, training, special projects, management and personnel analysis, and other related work. Tasks include preparation of draft monthly and quarterly reports, database management, research, trend analysis, and statistical analysis.

DESIRABLE QUALIFICATIONS: Excellent interpersonal, communication, and customer service skills. Dependable, punctual, well organized and detail oriented; ability to use good judgment and take effective action; ability to work independently and take the initiative to improve/create processes and systems. Database and personal computer experience, i.e. Microsoft Word, Access, and Excel. Equivalent to graduation from college with a bachelor's degree is highly desirable, however, experience may also be considered.

WHO MAY APPLY: Applications will be accepted from current State employees at the Staff Services Analyst or Associate Governmental Program Analyst level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility, or Training and Development Assignment) on the state application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to Stephanie Brewer, Department of Insurance-Human Resources, 300 Capitol Mall, Ste. 1300, Sacramento, CA 95814.

PLEASE INDICATE "STAFF SERVICES ANALYST #413-370-5157-XXX" *or* "ASSOCIATE GOVERNMENTAL PROGRAM ANALYST #413-370-5393-002" ON THE STATE APPLICATION. APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. For additional information, please call (916) 492-3411.

FINAL FILING DATE: February 1, 2007 or until filled

NOTE: Interested individuals must submit their application in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

eg12/06/06
r1/22/07